

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEBRASKA  
SHARED SERVICES**  
[www.ned.uscourts.gov](http://www.ned.uscourts.gov)

September 20, 2006

**Contract Court Interpreters:**

The U.S. District Court for the District of Nebraska is establishing a new pool of qualified interpreters for Fiscal Year 2007. The contract applies to interpreting services performed for the District of Nebraska's Office of the Clerk, Pretrial Services, and Probation offices (District Court). Outlined below are summaries of the documents, as well as other information, which will be utilized in the contracting process with interpreters who express an interest in working for the District Court. The documents are available on the District Court Web site at <http://www.ned.uscourts.gov/fpo/crtplans/interp/index.html>.

**Contract Court Interpreter Services Terms and Conditions**

In 2006, the Administrative Office of the U.S. Courts (AO), court staff, and representatives from the National Association of Judiciary Interpreters and Translators (NAJIT), developed a boilerplate contractual document, *Contract Court Interpreter Services Terms and Conditions*. The contract must be renewed annually. As long as the terms and conditions do not change, the contract will be valid throughout the fiscal year, which ends September 30, 2007.

**Judiciary Staff Travel Regulations (Attachment 10.1)**

When in travel status beyond the local commuting distance of thirty miles, the court will reimburse interpreters in accordance with the *Judiciary Staff Travel Regulations*, which are posted on the District Court Web site. Interpreters can contact court staff for answers to questions regarding the judiciary's travel regulations.

**Standards for Performance and Professional Responsibility for Contract Interpreters of the Federal Courts (Attachment 10.2)**

The *Standards for Performance and Professional Responsibility for Contract Interpreters of the Federal Courts* have been included as an attachment.

**Rate and Information Sheet**

Interpreters must complete the *Rate and Information Sheet* provided by the court. The court will retain the original completed *Rate and Information Sheet* in the contract interpreter's court file.

Any changes to the *Rate and Information Sheet*, other than completing fill-in lines left blank for the purpose of personalizing the contract, must be approved in advance by the District Court Administration Division (DCAD) of the AO.

### **Interpreter Reference Guide (IRG)**

To alleviate the need to modify the contract throughout the year, the court has posted an *Interpreter Reference Guide (IRG)* to the District Court Web site. The *IRG* includes current rates established by the AO, including fees, mileage rates, and maximum per diem rates for the locality. The *IRG* also includes contact information for court staff tasked with implementing the contracts. The interpreter should reference the District Court Web site for current rates prior to submitting an invoice.

### **Court Purchase Request and Blanket Purchase Agreement**

The court will issue a blanket purchase agreement (BPA) for the fiscal year, using a purchase request form. Services are ordered by the court, as needed. The BPA is elevated to the status of a contract upon the acceptance of the assignment by the contract interpreter. The court cannot guarantee the interpreter a minimum amount of work for the fiscal year.

### **Rotation of Interpreters**

The District Court will make an effort to rotate interpreters throughout the fiscal year. The Clerk's Office will send a blanket e-mail to all certified interpreters currently under contract, identifying the terms of each assignment. From the timely responses to the e-mail, assignments will be made on a rotational basis. The Probation and Pretrial Services officers will place calls to language-skilled interpreters on a rotational basis.

### **Statement of Services Forms (Invoices)**

Certified and professionally-qualified interpreters utilize a separate *Statement of Services* form than language-skilled interpreters, due to travel requirements and slight differences in the nature of their work. These forms should be used for all three court units. Since the forms periodically change, the *current Statement of Services* forms should be accessed from the District Court Web site. An interpreter must submit a signed form, along with any necessary receipts, when seeking payment.

### **Background Checks / FBI FD-258 Fingerprint Card**

A mandatory FBI fingerprint check will be conducted every two years and may be considered by courts in determining the interpreter's suitability to work as a contractor. The court's Human Resources department will be responsible for acquiring the digital fingerprints from the interpreters.

For those interpreters who may have already undergone a FBI background investigation at another district of the federal court within the two year time frame, an additional background check will not be necessary. The District Court will be required to confirm that a background check has already been conducted.

For those interpreters who have not yet undergone a FBI fingerprint background check and live outside of the local area, the background check will be coordinated upon the interpreter's arrival

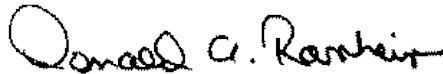
at the court. Information from the interpreter which is required by the FBI to conduct the fingerprint check is linked on the District Court's Web site under *FBI FD-258 Fingerprint Card*. Questions regarding the background checks should be directed to the court's Human Resources department at 402.661.5990.

After review of the *Contract Court Interpreter Services Terms and Conditions* document, the interpreter should complete and return the *Rate and Information Sheet* to Terry Smedra by October 1, 2006. The court will send a purchase request form, as well a copy of the signed *Rate and Information Sheet*, to the interpreter. Please feel free to call Terry at 402.661.7367 or Pat Williamson at 402.661.7372 for specific questions regarding the contract.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise M. Lucks". The script is cursive and fluid.

Denise M. Lucks, Clerk of Court

A handwritten signature in black ink, appearing to read "Donald A. Ranheim". The script is cursive and fluid.

Donald A. Ranheim, Chief, U.S. Pretrial Services

A handwritten signature in black ink, appearing to read "James P. Rowoldt". The script is cursive and fluid.

James P. Rowoldt, Chief, U.S. Probation